



# Greenwood County, SC

## Job Description

FLSA: Exempt	Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Fire Coordinator	Department: Fire Administration	
Pay Grade: 116	Revised: 7/1/15	

### **General Description**

The purpose of this class within the organization is to perform duties relating to the coordination of all services for the County Fire Program. Assist the volunteer fire departments in developing plans, training, purchasing, and inspection of facilities. Assist in the coordination of emergency service resources and information within the jurisdiction for use in emergency situations.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Remains on-call in order to respond to emergencies as required. Assumes personal command at multiple fire alarms.

Assumes position in the incident command system requested by the officer in command. Automatically assumes role of safety officer if position is not already filled.

Coordinates, administers and monitors fire and emergency response activities, personnel and programs.

Directs the training, development of department personnel.

Develops, plans and implements Fire Departments goals, objectives, rules, regulations, standard operating guidelines and work methods that comply with federal, state and local laws and in response to an assessment of community needs.

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Inspects fire apparatus, fire stations, and property and volunteers to ensure compliance with applicable policies, procedures, codes and/or standards

Responds with the chief or chief's designee on life safety code complaints in commercial and industrial buildings.

### **Additional Duties:**

Coordinates training and maintenance of training records and the development of Standard Operating Guidelines for all Volunteer Fire departments.

Develops funding priority recommendations to be used by the Emergency Services Director in development and implementation of a county budget.

Coordinates fire department operations with respect to purchasing equipment.

Works with local and state Divisions of Emergency Management for disaster preparedness for mitigation, planning, response and recovery efforts.

Coordinates mutual fire protection plans, emergency responses and other department activities with surrounding jurisdictions, other departments and external organizations. Addresses civic groups and other organizations regarding fire service activities.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

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*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Speaks with or signals to people to convey or exchange information of a general nature.

Negotiate, exchange ideas, information and opinions with others to formulate policy and programs to arrive at joint decisions, conclusions or solutions.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

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Uses addition, subtraction, multiplication, division and/or calculates ratios, rates and percentages. Also uses algebra involving variables and formulas and /or basic geometry.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in an unstable environment with frequent and significant changes in conditions.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.





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### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is serious – affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves Hazmat environment.





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### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

### **Minimum Education and Experience Requirements:**

Requires a Bachelor's Degree in business, liberal arts, or any related field.

Requires four years experience in daily operations of fire service as well as policies and budgeting OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

Hazmat Awareness  
CPR Certification  
First Responder Training  
Valid S.C. driver's license.  
Certified State Fire Fighter I and II

### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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